

Unit 2: Editing Documents

Opening and Navigating In Documents

Opening an existing Word Doc: retrieving it from the location where you saved it. Copy is open in Window; original is still where you stored it.

~File, Open or choose Open File button

Recently Used file list: provides a way to open any of the last 4 files you've worked on. Located on the bottom of the File menu

Scrolling through a document: use the keyboard or mouse to navigate.

- Scrollbars: use to view both vertically & horizontally. (page/page, screen/screen, line/line) Can use the ***Page up*** or ***page down*** commands to go page by page.
- Keyboard/Mouse: when *moving* in document, your insertion point moves according to the arrow/keyboard commands or the mouse commands.
- GoTo Command: in a long document, this is useful! *Edit, GoTo*.

~Double click on the GoTo page# on Status Bar. Select Page, type page #, Enter

Select Browse Object Button: allows you to perform a variety of commands

~**Object:** document elements such as pages, sections, comments, tables, etc.

~button located below Rt. Side scroll bar.

Print Layout View: gives a better sense of how doc will look when printed.

~can see edges & margins.

~can hide the top/bottom margins (hide white space)

Reading Layout View: when opening a multi-page document, use this view. Improves readability. *View, Reading Layout*

~Causes your document to read like a book.

Graphics & text are not necessarily in correct placement.

~different pages in this view are called **screens**

Automated Tasks

AutoCorrect: corrects common errors as you type

WJ
how
2-13.

~corrections include: misspellings, typing errors, capitalization, as well as graphics/symbols.

~ example: copyright is (c) ©

Registered is (r) ®

Trademark is (tm) ™